



# Nominations Form

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Nomination for Board seat: **Co-operative Development Bodies**

Closing date for return of completed forms: **15 April 2019**

Please return forms to [zena.king@uk.coop](mailto:zena.king@uk.coop)

It is imperative that you have read and understood all of the guidance notes and associated information before you submit yourself as a candidate for election to the Co-operatives UK Board of Directors.

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## Candidate Information

Name

Address

Email

Landline (work/  
home)

Mobile

Your full name is the only piece of personal candidate information that will be shared during the election & its associated processes

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## Nominating Organisation

Organisation  
name

Please tick here to confirm organisation is a current Co-operatives UK member

Secretary\* name

Email

\* or, where the organisation is not required to have a Secretary and does not have a Secretary, a director

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## Supporting Information

Please provide an outline of the skills, experience & attributes that you would bring to the Board of Directors. Please refer to the guidance notes overleaf before completing this section.

### **Board skills:**

**(max 100  
words)**

### **Knowledge/ Experience of Operating Environment:**

**(max 100  
words)**

### **Personal Attributes:**

**(max 100  
words)**

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# Declarations

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## Candidate Declaration

I confirm that the information in this form is complete and correct to the best of my knowledge.

I confirm that I meet each of the eligibility criteria outlined in the guidance notes and am willing to serve on the Board of Directors of Co-operatives UK if elected.

Electronic signature

Date

You can find details of how to sign an Adobe form at [www.uk.coop/elections](http://www.uk.coop/elections) or click 'Sign' at the top right of your screen and follow the instructions

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## Nominating Organisation Declaration

I confirm that

wishes to nominate the candidate detailed above to stand for election to Co-operatives UK's Board of Directors. I confirm, on behalf of this organisation, that to the best of our knowledge the candidate meets each of the eligibility criteria outlined in the guidance notes and that this organisation intends to support her/his nomination for the duration of the term of office.

Electronic signature

Date

You can find details of how to sign an Adobe form at [www.uk.coop/elections](http://www.uk.coop/elections) or click 'Sign' at the top right of your screen and follow the instructions

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If you have any queries about the contents of this form, eligibility or the declarations required, please contact [zena.king@uk.coop](mailto:zena.king@uk.coop)

**Closing date for return of completed forms: 15 April 2019**

**Please return forms to [zena.king@uk.coop](mailto:zena.king@uk.coop)**

Hard copies will be accepted if returned before the deadline to:  
Zena King, Co-operatives UK, Holyoake House, Hanover Street, Manchester M60 0AS

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# Guidance Notes

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## Eligibility Criteria

Candidates nominated for election to Co-operatives UK Board of Directors must meet each of the eligibility criteria listed below. If you have any queries please contact [zena.king@uk.coop](mailto:zena.king@uk.coop)

- All directors and candidates must be at least 16 years of age on the date of the closing date for receipt of nominations.
- Candidates can only be nominated for election or appointment by an organisation that is a fully paid-up current member of Co-operatives UK.
- Candidates must be able to demonstrate that they have the relevant experience, skills and qualifications necessary to serve on the Board of Directors and fulfil the statutory duties applicable to company directors.
- A candidate will be ineligible to stand if they are a current employee of Co-operatives UK; have been disqualified from holding office as a director; are subject to a bankruptcy order made against them; or, in the written opinion of a suitably qualified registered medical practitioner, are currently physically or mentally incapable of acting as a director and may remain so for more than three months.
- Candidates must be authorised eligible nominees of an enterprise in the relevant membership category of Co-operatives UK, and remain so for the duration of their term of office.
- No director can be appointed to serve on the Board to represent more than one category of membership at any one time. Appointments for directors already serving on the Board representing a different category of membership are invalid. To be an eligible candidate, a serving director must resign from their existing seat on the Board before the closing date for receipt of nominations.
- No individual can be nominated by a member that is already represented on the Board.

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# Guidance Notes cont...

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## Supporting Information

Individuals being nominated for election to the Co-operatives UK Board of Directors should provide information which will enable our members to make an informed decision of which candidate to vote for. Supporting information should provide the reader with an indication of the particular skills, experience and personal attributes that you would bring to the role. You should write in the first person and adhere to the word count of 100 words per box.

This section has been divided into three areas which align with the skills that we require a balance of across our directors. A good board is made up of individuals with a diversity of skills, experience and thought. Below is an outline of the type of skills and attributes that fall into each area:

**Board Skills** - This relates to the skills needed to oversee the long-term success of a co-operative including providing leadership and setting strategy, ensuring that a framework of prudent and effective controls are in place and monitoring performance at a high level. You could also refer here to your skills and experience in financial management, co-operative governance, people and performance or change management.

**Knowledge/Experience of Operating Environment** - This is intended to capture your experience of and passion for the co-operative movement or knowledge of our member organisations. Co-operatives UK is the network for co-operative enterprises in the UK, in some ways it is similar to a trade association. You may also have experience of effective political lobbying, campaigning, member/stakeholder engagement or partnership working.

**Personal Attributes** - The skills you would evidence in this section are wide ranging but could include areas like leadership, analytical thinking, communication, public speaking or negotiating. You may also have practical experience of promoting constructive challenge and a culture of openness and debate.

An example of candidate supporting information is provided overleaf for reference.

Wording provided in the 'supporting information' section will be used in its entirety, with no edits or amendments, in the primary voting communication issued by Co-operatives UK. Subject to the following: Any supporting information which exceeds the stated maximum word count or which contains factually inaccurate, offensive or potentially libellous content will be removed from the wording which is communicated to members during the election. Where necessary, candidates will be informed about the content that has been removed from their submitted wording.

In line with our elections processes, all voting communications, ballots and the online system for casting votes will list candidates in alphabetical order of surname. Candidate's first names will also be used. Regular communications will be issued to encourage members to vote in elections. If one candidate's details are listed in a communication to members, all candidates in that category will be listed to ensure fair and equal treatment.

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# Guidance Notes cont...

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## Example submission of supporting information

### **Board Skills**

In 2014, I was appointed to the Board of Example Co-op and completed the IoD Chartered Director qualification. I chaired the Strategic Review Group which led the development and implementation of a digital strategy which grew membership by 15% and turnover by £1m. I have skills in change management and succession planning through involvement in the appointment of a new Chief Executive. I am an experienced Communications Director; roles include six years at ACME Worker Co-operative leading a high performing comms and marketing team. I also acted as a mediator in the resolution of conflict between members at ACME.

### **Knowledge/Experience of Operating Environment**

ACME Worker Co-operative has been a member of Co-operatives UK for 17 years. During my time there I led our involvement in Co-operatives Fortnight; organising a 'celebration of co-ops' event for 12 co-ops in the local community. I was a member of the Worker Co-op Council for three years during the development of the Solidarity Fund. Whilst serving on the Board of Example Co-op, I became a peer mentor for new-start co-ops in the creative industry. I am passionate about the co-operative model having been actively involved in a range of policy campaigns to ensure fairness in regulation for Societies.

### **Personal Attributes**

I believe in a culture of openness and honesty with success built upon a strong knowledge base. Fostering this type of working environment was a key element in developing a high-performing comms team at ACME Worker Co-operative. Having been involved in a 360-degree director appraisal at Example Co-op I am able to provide constructive feedback and engage in active debate. I am a confident speaker in the boardroom and at a lectern, with significant experience of delivering keynote presentations at national conferences. I am also an active listener, a key skill in effective mediation and conflict resolution.

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